1. TIME AND PLACE OF MEETING
Thursday, September 1, 2022 at 7:00 p.m.
Town Hall – John Daly, Jr. Meeting Room
11 Rye Street, Broad Brook, CT 06016
Join Meeting Via Zoom:
https://zoom.us/j/3326833563
Meeting ID: 332 663 3563
Passcode: townhall
One tap mobile:
16465588656,3326833563# US (New York)
13126266799,3326833563# US (Chicago)
Dial by your location:
+1 646 558 8656 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US
Meeting ID: 332 663 3563

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE

4. APPROVAL OF MEETING MINUTES
A. August 18, 2022 Regular Meeting Minutes

5. PUBLIC PARTICIPATION

6. COMMUNICATION
A. Correspondence to Robert Cressotti, Mayor, Town of Enfield regarding Intertown Rail Line
B. Memorandum from Tax Collector, Patricia Kratochvil regarding waive of interest due to software error

*Any starred items will not be discussed but will remain on the agenda pending receipt of additional information
TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
11 RYE STREET
BROAD BROOK, CT 06016
First Selectman's Office – (860) 623-8122

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS
   A. Resignations: none
   B. Reappointments: none
   C. New Appointments: none

8. UNFINISHED BUSINESS
   * A. Discussion of Windbrook Homes Developers Agreement
   * B. Discuss and Possible Ratification of Contract Term for The Chief of Police and Deputy Chief of Police, as Recommended by The Police Commission (Held, pending additional requested information)
   C. Discuss ARPA Survey Results Deeper Dive

9. NEW BUSINESS
   A. Empower Leadership Contract for All Staff Workshop
   B. Establishment of Redevelopment Authority pertaining to 105 Prospect Hill Road (formerly designated as the MMCT Casino site)
   C. MOU between the Town and Westfield State University concerning an academic assessment of the Town's Economic Development Activity Communication and Public Support
   D. Tax Refunds

10. SELECTMEN COMMENTS AND REPORTS
    A. Jason Bowsza
    B. Marie DeSousa
    C. Alan Baker
    D. Sarah Muska
    E. Charlie Nordell

11. PUBLIC PARTICIPATION

12. EXECUTIVE SESSION
    Pursuant to C.G.S. Sec. 1-200 (6)(b), strategy and negotiations with respect to pending claims or pending litigation, (6)(e) discussion of any matter which would result in the disclosure of public records, or the information contained therein described in subsection (b) of section 1/210. Action possible.

*Any starred items will not be discussed but will remain on the agenda pending receipt of additional information
13. ADJOURNMENT

DISTRIBUTION

Dr. Charles Distefano                     Robert Rybick
Erika Frank                               Michael Yost
Patricia Kratochvil                      Town Clerk
Melissa Maltese                           Kate Carey-Trull
Denise Menard                             Randi Reichle
Christopher Mickey                       Journal Inquirer

*Any starred items will not be discussed but will remain on the agenda pending receipt of additional information
August 26, 2022

The Honorable Robert Cressotti
Mayor
Town of Enfield
820 Enfield Street
Enfield, CT 06082

RE: Intertown Rail Line

Dear Mayor Cressotti,

I am writing to you to facilitate a discussion regarding the future use of the rail line that runs through our two communities on the eastern side of each town. It is my understanding that the Town of East Longmeadow, MA, has converted their portion of the rail line to a rail-to-trail linear park. Stakeholders in my community believe it would be mutually beneficial to explore a similar conversion in East Windsor and Enfield.

I understand your council has discussed the rail line reactivation for commercial use. There are a number of reasons why this would be impractical and costly.

As you can see, the existing rail line runs through extremely residential sections of East Windsor and Enfield, and to my knowledge, there is no adequate signalization at any intersection that would be required if the line were ever to become active again.

At a number of points along the rail line, there are infrastructure failings that would be extremely costly to repair to the point of making the line traversable for freight. In several instances (highlighted on the attached map), there are conditions such as washed-out ravines that have caused track and ties to go missing. There is also a trestle bridge that has been impassable for a number of years.

Finally, the right-of-way lease, which I understand to be at or near its expiration, has been held for more than two decades by someone who has either been unwilling or unable to make the necessary investment in the line to restore it to active use. Anecdotally, the same replacement ties and tracking have been left uninstalled and stagnant at a staging area in East Windsor for more than twenty years.

A linear park makes much more sense for the benefit of our towns. The towns of East Windsor and Enfield could jointly advocate for state or federal funding to transform the woefully underutilized rail line into an amenity that would benefit both communities, and we would welcome discussions around how best to work together to accomplish that goal.
For illustration purposes, I’ve highlighted several points of interest on the attached map. The two northernmost sites marked indicate significant structural problems along the line. At the intersection of Rye Street, Windsorville Road and Old Ellington Road, I have indicated what could be the proposed southernmost point of a multi-town linear park. And the last point on the map, near the intersection of Apothecaries Hall Road and Chamberlain Road, represents the northernmost point of commercial activity along the rail line in East Windsor.

I would be more than happy to set up an opportunity to walk the East Windsor portion of the rail line with you or any members of your council to point out in person the challenges and opportunities along the rail line as they exist today. Similarly, I’d be more than willing to view areas of concern and opportunity in the Town of Enfield.

Of course, the Connecticut Department of Transportation (DOT) would be heavily involved in a rail line conversion. I think it would be beneficial if our communities were on the same page prior to engaging further with DOT.

Please let me know if the Town of Enfield is open to the discussion.

Sincerely,

Jason E. Bowsza
First Selectman

(Enclosure)

CC: Ellen Zoppo-Sassu, Town Manager
    Enfield Town Council
    East Windsor Board of Selectmen
    Senator Saud Anwar
    Senator John Kissel
    Representative Carol Hall
    Representative Tom Amone
    Representative Jaime Foster
MEMORANDUM

Dear First Selectman Bowsza and Board of Selectmen:

Pursuant to CT General Statute 12-145, this is to inform you that the Tax Collector has waived total interest in the amount of $147.99 on the List Numbers below due to an error by the Assessor's Office software conversion as acknowledged by the Assessor and Collector.

List Number  Address
2021-01-4194  81 Broad Brook Road
2021-01-108  505 Meadowview Drive
2021-01-195  22 Pleasant St.

The Statute reads:

“...The tax collector of a municipality may waive the interest on delinquent property taxes if the tax collector and the assessor, jointly, determine that the delinquency is attributable to an error by the tax assessor or tax collector and is not the result of any action or failure on the part of the taxpayer. The tax collector shall notify the taxing authority of the municipality of all waivers granted pursuant to this section.”

The Assessor represents that a software conversion performed by Vision used information provided that had not been updated in years. This same information collected was also used to generate real estate and personal property bills. Both offices tried to find as many accounts as possible to correct and send out new bills in a timely manner. Ultimately, some taxpayers were not given proper time to pay their tax bills.

ACKNOWLEDGEMENT dated this 17th day of August, 2022:

It is acknowledged by Helen Totz, Assessor and Patricia Kratochvil, Tax Collector that the delinquency of these bills is due to a software conversion and is not the result of any action or failure on the part of the taxpayer.

Patricia Kratochvil, CCMC  
Tax Collector, Town of East Windsor

Helen Totz, CCMA II  
Assessor, Town of East Windsor
Dear Melissa, thank you so much for the opportunity to propose the Empower Leadership team building event (outlined below) for your group from the Town of East Windsor. We appreciate your consideration and hope to have the opportunity to share our uplifting and empowering experiences with your group this Fall.

**Group Dynamic:**
- The participant group will include approximately 50 municipal staff members from the Town of East Windsor, CT. The Town has a number of new staff members who work in three different buildings and the program organizers hope to leverage the Empower experience as an opportunity for all members to get to know one another, work collaboratively together, and develop a greater sense of esprit de corps.

**Why Do This?** Connect, Collaborate, and Conquer! Team Building with Empower Leadership brings groups together through shared adventure experiences. Teammates will connect and work collaboratively through engaging team building initiatives - leading to greater confidence and trust in one another. Each experience is customized to meet your group’s needs - we will provide the perfect amount of challenge and support which will lead to uplifting and empowering accomplishments both individual and shared!
- **Team Bonding**: Strengthens relationships, build trust, and develop a greater sense of esprit de corps
- **G.R.I.P. Teamwork**: Improve collaboration by ensuring Goal clarity, Role clarity, productive Interactions, and well-defined Processes
- **Empowerment**: Embracing challenges as opportunities for personal and team development and uplifting accomplishments!

**When & Where:**
- Friday October 28th, 2022, from 1000am-1200pm, at the Scout Hall Youth Center, 28 Abbe Road, East Windsor, CT 06088

**Adventure Experiences:**
**EMERGE: On-Ground Team Building & Leadership Development:**
- Connect, collaborate, and conquer! EMERGE is Empower Leadership’s signature “on-the-ground” adventure that includes a series of activities, initiatives, and challenges designed to help participants build valuable leadership skills while highlighting “The Why” outlined above. Each initiative is led by your Empower Facilitator(s) who will provide participants with critical information and supportive feedback. Additionally, a debrief discussion will be conducted to help participants apply the leadership lessons to their real-world application.

**ITINERARY - EMERGE Team Building Workshop:**
- 0930am-1000am: Empower Leadership Arrival, Load-In, & Program Set-Up
- 1000am-1010am: Group Arrival, Check-In/Waiver Processing, & Empower Program Briefing
- 1010am-1040am: Team Building Block #1
  - All Participants: Playing Card Networking Icebreaker & The Bicycle Re-Shuffle Team Building Challenge
- 1040am-1115am: Team Building Block #2
  - Group A (25): The Tennis Ball Balancing Act Team Building Initiative
  - Group B (25): The Giant Puzzle Minefield Team Building Initiative
- 1115am-1150am: Team Building Block #3
  - Group A (25): The Giant Puzzle Minefield Team Building Initiative
  - Group B (25): The Tennis Ball Balancing Act Team Building Initiative
- 1150am-1200pm: Final Activity, Program Debrief, Participant Shout-Outs/Takeaways, & Group Departure
- 1200pm-1230pm: Empower Leadership Breakdown, Load-Out, & Departure
PRICING - EMERGE Team Building Workshop:
- Flat rate total for up to 50 participants: $1,000.00

COVID-19 Safety Logistics:
- Empower Leadership will follow the Client's COVID-19 safety protocol during our program together
- Participants experiencing potential symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste and/or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea) should not participate in the event.

Reservations: Reservations are required and a non-refundable payment, or an approved purchase order reflecting the total investment, must be processed to schedule your event. Please sign below and return this agreement, along with payment of the outlined deposit, to Empower. The completed agreement can be scanned and emailed to dan@leadwithempower.com.

Tax Status and Payments: Please provide Empower with a copy of your tax-exempt status documentation (scan/email to dan@leadwithempower.com). Any payment NOT coming from the tax-exempt organization will be subject to Connecticut's 6.35% Sales Tax.

Availability: Fifty (50) participants are expected for the events. Last minute add-ons are subject to availability and are considered guaranteed by the client. There will be no adjustments for a reduced number of participants once your experience is booked.

Weather & Other Cancellations: This program will operate rain or shine - the Client should reserve both indoor and outdoor space at the Scout Hall Youth Center. If the Client decides to reschedule, the program will be moved to a mutually agreeable date. If the event is canceled due to unsafe weather conditions or other unforeseeable circumstances, the program will be moved to a mutually agreeable date. If the program cannot be rescheduled, the Company will provide the Client a credit, in the amount paid at the time of reservation, that does NOT expire and can be used to book a future Empower program.

Parking/Meeting: The event will take place at the Scout Hall Youth Center, 28 Abbe Road, East Windsor, CT 06088

Waivers: Waivers will be provided once your reservation has been processed. Participants must be in reasonably good health and able to participate in activities moderate in physical intensity. Everyone must have a completed waiver form to participate.

Attire: Dress appropriately for outdoor activity moderate in physical intensity and for anticipated weather conditions. Participants are to wear comfortable, loose-fitting clothing appropriate for hiking in the outdoors and closed toe/heel shoes are required. No tank tops, crocs, or 5-finger footwear permitted.

Guarantees and Cancellations: Please return this agreement prior to close of business on Friday September 2nd, 2022, so that we may schedule your program and schedule our staff. Your program will not be scheduled until we receive this agreement signed along with the deposit. Once scheduled, there are no refunds for cancellations. There will be no adjustments for a reduced number of participants once your program is booked.

Daniel Jaskot, Empower Leadership President

[Signature]

Client Signature & Date

NAME & CONTACT PHONE # OF PERSON(S) AUTHORIZED TO MAKE CHANGES TO THIS EVENT AND THEIR PROGRAM DATE:

<table>
<thead>
<tr>
<th>Contact #1:</th>
<th>Day-of-Event Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact #2:</td>
<td>Day-of-Event Phone Number:</td>
</tr>
</tbody>
</table>
RE: INVOICE #20221028

Empower Leadership EMERGE Team Building Workshop on
Friday October 28th, 2022, from 1000am-1200pm, at Scout Hall
Youth Center, for up to 50 participants: $1,000.00

6.35% CT Sales Tax: N/A - EXEMPT FROM TAX

TOTAL INVESTMENT: $1,000.00

Notes: To complete your reservation, please provide Empower Leadership with:
- A signed copy of the Services Agreement (scanned/email to dan@leadwithempower.com)
- EITHER:
  - Payment of the outlined balance ($1,000), or
  - A copy of an approved Purchase Order reflecting the total investment outlined above (scanned/email to dan@leadwithempower.com)

Once booked, we will send a formal confirmation email that will include our participant waiver and notes about your upcoming program with us.

Prepared by:

[Signature]

Daniel J. Jaskot
Empower Leadership
(860) 652-5690
dan@leadwithempower.com
TOWN OF EAST WINDSOR
BOARD OF SELECTMEN
RESOLUTION

RESOLUTION CONCERNING THE CREATION OF THE EAST WINDSOR
REDEVELOPMENT AGENCY AND THE APPOINTMENT OF THE MEMBERS OF
SUCH REDEVELOPMENT AGENCY

WHEREAS, the Town of East Windsor, Connecticut (the “Town”) desires to create the
East Windsor Redevelopment Agency pursuant to Chapter 130 of the Connecticut General
Statutes; and

WHEREAS, Chapter 130 of the Connecticut General Statutes requires that the legislative
body of the Town approve the creation of the Redevelopment Agency and the Board of
Selectmen’s appointment of members to such Redevelopment Agency; and

WHEREAS, at a meeting of the Board of Selectmen held on September 1, 2022, on a
motion by Board Member, ____________, and seconded by Board Member, ____________,
the following resolutions were adopted:

NOW THEREFORE BE IT RESOLVED, that the Board of Selectmen of the Town of
East Windsor hereby approves that:

(i) There is hereby created a redevelopment agency for the Town in accordance with
Section 8-126 of the Connecticut General Statutes, said agency to be known as the “East Windsor
Redevelopment Agency” (hereafter “Agency”).

(ii) The Agency shall be composed of seven (7) elector resident in the Town, appointed
by the Board of Selectmen and approved by the Town Meeting. The following electors shall be
appointed as members of the Agency to serve for an initial term as designated below:

<table>
<thead>
<tr>
<th>Name of Appointed Member</th>
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<tr>
<td>Jason E. Bowsza</td>
<td>August 31, 2023</td>
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<td>Denise Menard</td>
<td>August 31, 2023</td>
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<td>Robert Rybick</td>
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<td>Christopher Mickey</td>
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<td>Michael Yost</td>
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<td>Erika Frank</td>
<td>August 31, 2025</td>
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Upon the expiration of the initial term, all subsequent appointment of members shall be for terms of 5 years, commencing on September 1 of the respective year. Each member shall serve until a successor is appointed and qualified. Vacancies shall be filled for the unexpired term. Any member may be removed upon the affirmative vote of the Board of Selectmen. The members of the Agency shall annually appoint a chairman, vice-chairman, and secretary.

(iii) The Agency shall exercise all of the powers, duties and responsibilities now or hereafter provided for redevelopment agencies by the Connecticut General Statutes, as amended from time to time, including, but not limited to, the power to acquire, lease, hold, manage and convey real and personal property, accept loans and make advances, redevelop property, and create and acquire interests in any legal entity that is necessary or desirable to carry out such redevelopment.

(iv) The Agency shall hold at least six (6) meetings each fiscal year, or more often, through special meetings, if appropriate. The Agency shall adopt, maintain, and update by-laws or rules of procedure which shall be effective upon approval by the Board of Selectmen. Any affirmative vote by the Agency shall require a majority vote of a seven (7) - member quorum.

(v) The Agency shall keep all records of its meetings and other business and shall be responsible for compliance with the Freedom of Information Act. The Agency shall make an annual report to the Board of Selectmen consisting of its activities in the past fiscal year and planned activities for next fiscal year. The agency shall make such special reports as the Board of Selectmen may request from time to time.

(vi) The Agency members shall not be compensated for their services but may be reimbursed for reasonable expenses in order to carry out their duties. No Agency member may profit from, or engage in any transaction from which the member would receive an improper benefit.

(vii) The Agency shall coordinate its activities with the Town Planning and Zoning Commission, the Town Economic Development Commission and other interested officials and agencies of the Town, and the Agency may invite to attend and participate in its meetings and deliberations, but without vote, any person not a member of the Agency.

(viii) The Agency may employ a secretary and such other officers, agents, technical consultants, legal counsel and employees as it may require, subject to budgetary limitations and relevant Charter provisions.

(ix) The Agency shall not incur any expenses or obligate the Town to pay any expense in excess of the funds appropriated by the Town; and
BE IT RESOLVED, that this resolution including the creation of the Agency and the appointment of its members shall be subject to approval by the voters of the Town at a Special Town Meeting.
MEMORANDUM OF UNDERSTANDING FOR THE
Assessment of the Town of East Windsor’s Economic Development Activity
Communication and Public Support

This is a Memorandum of Understanding between the Town of East Windsor, CT and the Westfield State University Master of Public Administration Program. For the purposes of this Memorandum, the Town of East Windsor will be referred to as a “host agency.” This Memorandum of Understanding sets forth the working relationship of these organizations.

Philosophy/Principles: Throughout the term of this partnership, these partner organizations agree to abide by the following philosophy and principles:

1. The community-based research project is intended to provide an educational opportunity to Westfield State MPA students as well as to provide practical benefits to the host agency.

2. The purpose of community-based research projects is to enhance our understanding of issues affecting the community and to develop, implement and evaluate, as appropriate, plans of action that will address those issues in ways that benefit the community.

3. Community-based research projects are designed in ways which enhance the capacity of the community-based participants in the process.

5. Community-based research projects produce, interpret and disseminate the findings to community members in clear language respectful to the community and in ways which will be useful for developing plans that will benefit the community.

6. Community-based research projects are conducted according to the norms of partnership: mutual respect; recognition of the knowledge, expertise, and resource capacities of the participants in the process; and open communication.

7. Community-based research projects follow the policies set forth by the sponsoring organization regarding ownership of the data and output of the research (policies to be shared with participants in advance). Any publications resulting from the research will acknowledge the contribution of participants, who will be consulted with prior to submission of materials and, as appropriate, will be invited to collaborate as co-authors. In addition, following the rules of confidentiality of data, participants will jointly agree on who has access to the research data and where the data will be physically located.

8. Community-based research projects adhere to the human subjects review process standards and procedures as set forth by Westfield State University.

General Overview:

Incorporated in 1768, today’s East Windsor strives to preserve its quiet, small-town charm while growing its tax base responsibly. East Windsor relies on its citizens to maintain this character, whether they volunteer, join a local club, serve on a Town board or commission, or vote at a Town meeting.

The purpose of this project is to evaluate stakeholder understanding and assessment of the town’s efforts to support existing businesses and economic development in order to recommend enhancements to the town’s communication of these activities.

Program Objectives to be Accomplished: The following are specific aims and objectives for the project.

Specific Aim 1: To explore public use and effectiveness of information sources

Objective 1: Investigate methods used by the town to communicate activity in support of existing businesses and economic development

Objective 2: Assess resident understanding and support of specific economic support and development activities

Objective 3: Assess business owner understanding and support of specific economic support and development activities

Objective 4: Identify sources of information and frequency of their use

Specific Aim 2: To compare the town’s communication of economic development efforts to that of comparable municipalities

Objective 1: Investigate and compare methods used to share information and their accessibility

Objective 2: Investigate and compare information quality, comprehensiveness and frequency

Objective 3: Evaluate research on best practices for sharing information, and compare to the town’s current practices

Specific Aim 3: To develop a course of action that will enhance communication of the town’s economic efforts

Objective 1: Propose an evidence-based plan that draws on relevant research and feedback from Town of East Windsor stakeholders

Objective 2: Present the proposal to members of the Town of East Windsor Board of Selectmen
Dates for this Memorandum of Understanding: This memorandum is intended to be in effect from September 6, 2022 to December 20, 2022 - the length of the Westfield State University’s Fall, 2022 semester.

Responsibilities of the Instructor of the WSU Organizational Behavior course:

1. Actively support the partnership agreed to in this MOU.
2. Ensure that there is ongoing communication between the host agency and the MPA students.
3. Act as an intermediary, when needed, between the MPA students and the host agency.
4. Provide guidance to students participating in the project, requiring regular updates of their activities.
5. Grade the students based on their performance in this project.

Responsibilities of MPA students participating in this project:

1. Actively support the partnership agreed to in this MOU.
2. Communicate frequently with the host agency.
3. Collect data, conduct preliminary analyses of existing and new data, and provide status reports to all partners and to staff as appropriate.
4. Work with the host agency in planning and conducting community outreach.
5. Present a final report to the host agency once approved by the instructor.

Responsibilities of the Host Agency:

1. Actively support the partnership agreed to in this MOU.
2. Provide project oversight.
3. Assist in facilitating student interaction with Town of East Windsor stakeholders.
4. Assist students in obtaining technical resources needed to complete the project.
5. Coordinate a time and location with the students and instructor for the final presentation.
6. Contact the instructor with any questions or concerns at any time throughout the project period.

Financial Arrangements:

East Windsor will not be held financially responsible for any costs incurred by WSU or WSU students as a result of this project.

Termination of Memorandum of Understanding:

This agreement may be terminated by either party, provided not less than thirty days (30) written notice of intent to terminate is given and an opportunity for prior consultation is provided.
Signatures:

This Memorandum of Understanding is entered into on 9/1/22. (date)

_________________________________________ (for the Westfield State University MPA Program)
Charles I. DiStefano

_________________________________________ (for the Host Agency)
Jason E. Bowsza, First Selectman, Town of East Windsor

_________________________________________

_________________________________________

_________________________________________

_________________________________________

_________________________________________ (the MPA students working on this project)
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